

Position: Licensing Specialist, Kalamazoo

Summary:

It is the responsibility of this position to prepare foster and adoptive home studies and complete all legal requirements for finalization of license. In addition to licensing activities, it is also the responsibility of this position to provide ongoing support to both foster families and adoptive families. The individual must possess a comprehensive knowledge of community organizations, schools and various service groups to provide a multi-system approach to recruitment that includes education, presentation, and marketing of agency program.

Qualifications:

Bachelor degree in a Human Services field required. Two (2) years related training/experience in working with families involved in the child welfare system, general understanding of childhood development. Communication skills and ability to understand, motivate and/or influence people and an awareness of the importance of cultural differences within service populations required. Familiar with Microsoft applications (Word, Outlook, Excel). MiSACWIS helpful. Experience working with diverse economic and cultural populations.

Status: Full-time exempt

Family & Children Services is an equal employment opportunity employer.

To apply please go to our website: [Family & Children Services - Careers](#)